

# **Superior Court of California County of Sacramento**

*An Equal Opportunity Employer*

## **ANNOUNCES AN EMPLOYMENT OPPORTUNITY for PROBATE SUPERVISOR**

### **THE POSITION:**

The Superior Court of California, County of Sacramento, is now accepting applications for Probate Supervisor. The Court is recruiting for a Probate Supervisor to plan, direct, and provide supervision and training to clerical support and professional staff engaged in conducting probate investigations and file examinations, to perform legal analysis and provide research assistance to judicial officers, and to perform related duties as assigned. This position is located at the William R. Ridgeway Family Relations Courthouse.

Court employees are employed by the Court in accordance with the Trial Court Employment Protection and Governance Act (Government Code Section 71600 et seq.) For applicants not currently employed by the Court, the probationary period for this classification is one (1) year. For applicants currently employed by the Court in permanent positions, the probationary period is six (6) months.

**SALARY:**                      **\$2,292.00 - \$2,526.40 bi-weekly**  
                                      **\$4,985.00 - \$5,495.00 monthly**

**LAST DAY TO APPLY:**    **Wednesday, July 14, 2004 at 5:00 p.m.**

### **ESSENTIAL DUTIES:**

Examples of duties performed by the Probate Supervisor include but are not limited to:

- Plans, organizes, schedules, assigns and evaluates the work of staff.
- Develops, writes and implements policies and procedures.
- Examines legal documents for compliance with procedural requirements.
- Conducts field investigations and assessments in guardianship and conservatorship matters.
- Participates on various committees.

## **MINIMUM QUALIFICATIONS:**

**Education:** Graduation from an accredited college or university with a Bachelors degree in social work, criminology, law enforcement, or closely related field.

**-AND-**

**Experience:** Three (3) years administrative experience in an environment that included program planning, implementation, administration, and staff supervision.

**Substitution:** Experience in probate investigation/file examiner capacity may substitute on a year for year basis for the administrative experience.

### **Knowledge of:**

Program planning and evaluation techniques; principles and practices of supervision; office management principles and practices; principles of individual and group behavior; interviewing and counseling techniques; reports writing and record keeping techniques; investigative methods and procedures; legal terminology and pleadings; legal research and legal procedures; basic computer applications.

### **Ability to:**

Plan, organize and coordinate the work of staff, support services, case evaluation and investigation functions; develop and implement a comprehensive program; supervise, train and evaluate assigned staff; consult with and advise judicial officers and Court management staff regarding Probate Court operations and services; obtain evidence and recognize relevant and significant facts; analyze problems, documents and situations and determine effective courses of action; deal courteously, efficiently, and professionally with the public, judges, attorneys, and staff of the court and other county and state offices; establish and maintain effective working relationships with individuals from a variety of socio-economic backgrounds; testify in Court; communicate complex information, both orally and in writing in a manner that is understandable to others; write clear and accurate correspondence and reports.

## **DESIRABLE QUALIFICATIONS:**

- Probate Law experience.
- Investigative experience.

## SELECTION PROCEDURE:

1. Applicants must submit a completed **court application form, resume**, and answers to the **supplemental questionnaire** by **5:00 p.m. on Wednesday, July 14, 2004**. Applications can be submitted online at [www.saccourt.com](http://www.saccourt.com) or in person to the Court's Human Resources Office, 901 H Street, Suite 405, Sacramento, California, or sent to our mailing address, Superior Court of California, County of Sacramento, Human Resources, 720 9<sup>th</sup> Street, Sacramento, California 95814. **Postmarks will not be accepted.**
2. Application materials will be screened to select the best-qualified candidates to continue in the selection process.
3. The best-qualified candidates may be invited to an oral interview. The interview may consist of written and/or oral questions and/or a job simulation exercise.

## SELECTION PROCEDURE FOR TRANSFER APPLICANTS:

To be eligible to transfer to this position you must meet the following requirements:

- ◆ Be a regular Court employee.
- ◆ Meet the minimum qualifications for the classification as referenced in this job announcement.
- ◆ Be working in a classification for which the top step of the salary range is within 5% of the top step salary for the position for which you desire to transfer.
- ◆ Have been working in your current classification and unit for at least six (6) months.

If you are interested and qualify to transfer into this Probate Supervisor position, you must submit a completed **Court application form, resume** and answers to the **supplemental questionnaire** to the Human Resources Office by **5:00 p.m. on Wednesday, July 14, 2004**.

**Eligible transfer applicants will be considered by the hiring Manager. Submission of an application does not guarantee an interview.**

**TO APPLY FOR TRANSFER:** Employees who are eligible must submit a completed **Court application form, resume** and answers to the **supplemental questionnaire** by **5:00 p.m. on Wednesday, July 14, 2004**. Applications can be submitted in person to the Court's Human Resources Office, 901 H Street, Suite 405, Sacramento, California, or sent to our mailing address, Superior Court of California, County of Sacramento, Human Resources, 720 9<sup>th</sup> Street, Sacramento, California 95814. **Postmarks and late applications sent via inter-office mail or fax will not be accepted.**

Applications will be screened to ensure eligibility for transfer and those applications that are eligible will be provided to the hiring Manager.

The hiring Manager will contact applicants regarding the status of their applications.

The Court will provide reasonable accommodations to disabled candidates in the selection process. If you have need for accommodation, please notify the Court's Human Resources Office at least two working days prior to the scheduled interview or exam date by calling (916) 874-7828.

## PROBATE SUPERVISOR

### SUPPLEMENTAL QUESTIONNAIRE

Completion of this questionnaire is a required part of the examination process. Your response **must be submitted** with your **court application** by the cut-off date listed in the announcement. Applicants who do not complete this supplemental questionnaire will be eliminated from the examination process.

Be sure to answer the questions completely and accurately. Your response will be used to evaluate your **writing skills** as well as your **experience** and **qualifications** when determining the best-qualified candidates for interview.

Please include your name on each page of your response and limit your total response to no more than four (4) pages.

1. Describe how your education and experience qualifies you for this position.
2. Describe your experience in providing training and supervision, including the number of staff and type of staff supervised.
3. Describe your program administration experience including goal setting, program development, policy development, and implementation of work standards.
4. Describe the extent of your knowledge as it relates to Probate Law and how you obtained the knowledge.

**SUPERIOR COURT OF CALIFORNIA  
COUNTY OF SACRAMENTO  
EMPLOYMENT INFORMATION**

The Superior Court of California, County of Sacramento, is an Equal Opportunity Employer. Applications are encouraged from all persons regardless of race, ethnicity, sex, religion, national origin, age, sexual orientation, disability or any non job-related criteria. Court employees are employed by the Court in accordance with the Trial Court Employment Protection and Governance Act (Government Code Section 71600 et seq.) and are exempt from Sacramento County Civil Service.

Employment with the Superior Court of California, County of Sacramento, is contingent upon passing a security clearance, which includes fingerprinting. Before appointment, candidates must provide documents evidencing identity and authorization to work. The Superior Court of California, County of Sacramento, is obliged to examine each candidate's documents that 1) identify the individual and 2) are evidence of authorization to work. The Superior Court of California, County of Sacramento maintains a smoke-free, drug-free work environment.

Some positions require, as a condition of continued employment, that the person either 1) become a union member, 2) pay a fair share fee to the union, or 3) meet specific requirements under which an equivalent amount must be paid to a charity. A medical examination may be required for specific positions due to related job tasks.

If you have a disability that would require accommodation during the application, testing and/or interviewing process, please call Human Resources at 916-874-7828.

**BENEFIT INFORMATION**

Most employee benefits are similar to the following for all employees of the Superior Court of California, County of Sacramento; however, some benefits differ depending upon the employee representation unit to which the employee's job classification is assigned. Information concerning the exact benefits applicable to a particular job classification may be obtained from the County of Sacramento, Department of Personnel Management, Employee Relations Section or from the Superior Court of California, County of Sacramento, Human Resources Office. Most benefits do not apply to temporary positions. The following is an explanation of the benefits, which apply to those employed in regular positions:

**Vacation:** Vacation with pay varies depending upon the employee representation unit. New employees typically earn 10 days per year and accrual rates normally increase according to years of service.

**Holidays:** The Superior Court of California, County of Sacramento, recognizes thirteen and a half (13 ½ ) holidays per year.

**Sick Leave:** Employees accrue 4.6 hours per bi-weekly pay period, equivalent to 15 days per year.

**Parental Leave:** Employees with at least one year of service are eligible for paid parental leave upon the birth or adoption of a child.

**Retirement:** Employees are covered by the Sacramento County Employee's Retirement System and Social Security.

**Group Health, Dental and Life Insurance:** The County either pays for or shares the cost of employee and dependent health insurance coverage depending on the negotiated agreement. Employee and dependent dental insurance is provided at no cost. Basic employee life insurance is provided at no cost to the employee with additional optional life insurance subsidized by the County.

**Deferred Compensation:** The County offers a Deferred Compensation Program to employees who wish to reduce their taxable income earned with the County. Enrollment in, and modification to, the employee's plan occur on a quarterly basis.

**Credit Union:** The credit union offers loan facilities and systematic savings plans through payroll deduction.